

To: Instructors

From: Audra Barrett, Dean of Distance Learning

Subject: Final Grade Rolls for Distance Learning Cross-listing 9000 Sections

For ALL Distance Learning Cross-linked sections (8000 sections linked with 9000 sections) please note the following procedure:

1. Faculty and Adjunct instructors will turn in ALL 9000 section blue permanent grade rolls at designated areas (Full-time faculty to the Academic Division and Part-Time faculty to the ACCESS office).

**DO NOT SEND YOUR PERMANENT BLUE GRADE ROLLS TO THE LECROY CENTER.**

2. The person responsible for taking grades will check rolls and separate the 8000 from the 9000 section grade rolls.

3. The Dean of Distance Learning will turn in 9000 blue rolls to the LeCroy Center. The Dean will have a check list of each name which corresponds with the 9000 blue grade rolls. The LeCroy Center will sign when received.

**\*\*Note: 8000 grade rolls will be handled as normal.**